

SHERWOOD PARK CIVIC ASSOCIATION BYLAWS

ARTICLE 1: NAME

The name of this association shall be Sherwood Park Civic Association hereinafter referred to as SPCA.

ARTICLE II: PURPOSE

The purpose of SPCA shall be:

1. To represent and articulate the interest of this community in the City of Richmond.
2. To promote a sense of community through educational and social activities.
3. To encourage and promote pride in the community through beautification projects.
4. To maintain the signs on the median of Brookland Parkway and meet all financial obligations associated therewith.

ARTICLE III: MEMBERS

Section A. Geographic Area

The membership area shall be defined as the area of the City of Richmond bounded as follows: beginning at the corner of Brook Road and Westwood Avenue, south to Brookland Parkway, west to Robin Hood Road, south to 1-95, southwest to Hermitage Road, north to Westwood, and east on the south side of Westwood to Brook Road.

Section B. Class of Members

1. Membership in SPCA shall be open to all adult persons living within the membership area.
2. Active: Active members are all adult persons residing in a household within the defined geographic area whose annual dues have been remitted to SPCA. Only active members shall be eligible to vote and to serve as an elected officer.
3. Inactive: An inactive member is any adult residing in a household within the defined area whose household has not paid the annual dues.

Section C. Finances

1. SPCA shall be self-sustaining and not for profit.
2. Annual dues shall be determined and voted on by the active membership present at the annual meeting upon recommendation of the Executive Committee and shall be payable annually as of January 1 for the following calendar year and assessed per household.
3. All dues paid are non-refundable.

Section D. Fiscal Year

The fiscal year of SPCA shall be January 1 through December 31.

ARTICLE IV: OFFICERS AND THEIR ELECTION

Section A. The elected officers of SPCA shall consist of:

1. A president, a president-elect, a secretary and a treasurer.

Section B. Nominations

At a regular meeting held during the spring a nominating committee of three active members shall be elected by the association. It shall be the duty of this committee to nominate candidates for the offices to be filled at the annual meeting held in the month of October. Additional nominations from the floor shall be permitted.

Section C. Elections

1. Elections shall be by ballot except when there is but one nominee for an office, at which time the vote for that office may be by voice.
2. The officers shall be elected to serve for a term of one (1) year. Their term of office shall begin January 1.
3. The president-elect shall succeed automatically to the office of president at the end of his/her term as president-elect.
4. The incoming treasurer shall assume his/her official duties upon completion of the auditing process.
5. No member shall hold more than one office at a time.

Section D. Vacancies

1. In the event of a vacancy in the office of president, the president-elect shall assume the office. Vacancies in the offices of secretary or treasurer shall be filled by action of the Executive Committee. A vacancy in the office of president-elect shall be filled by special election.
2. In the absence of the organized leadership as specified in Article IV, Section A, any current resident of the geographic area, specified in Article III, Section A, may call a meeting of the residents for the purpose of restoring the SPCA to its proper function.

Section E. Removal

Any officer may be removed from office upon a vote for removal by two-thirds (2/3) of members present at a meeting called specifically for that purpose provided no fewer than 20 active members are present.

Section F. Duties of Elected Officers

The elected officers shall transact necessary business of the SPCA between meetings. All officers shall deliver to their successors all official material by the end of the fiscal year as prescribed in Article III.

1. The president shall:
 - a. Have oversight of the business affairs and coordinate all activities of SPCA.
 - b. Call and preside at all meetings of SPCA.
 - c. Be the spokesperson for SPCA or appoint a designee when needed.
 - d. Appoint special committees as necessary.
 - e. Serve as an ex-officio member of all committees except the nominating committee.
 - f. Perform such other duties as may be required.

2. The president-elect shall:
 - a. Preside in the absence of the president at SPCA meetings.
 - b. Assist the president with his/her duties.
 - c. Represent SPCA at the request of the president.
 - d. Perform such other duties as may be assigned by the president.

3. The secretary shall:
 - a. Call meeting to order in the absence of the president and president-elect and preside until a temporary chairperson is elected.
 - b. Prepare and keep accurate minutes of all meetings of SPCA and the Executive Committee.
 - c. Keep a current roster of active membership.
 - d. Keep an updated area map and master list.
 - e. Have a copy of the current bylaws available at all meetings.
 - f. Perform such other duties as may be assigned by the president.

4. The treasurer shall:
 - a. Collect and disburse all funds.
 - b. Maintain accurate records of funds.
 - c. Assist the secretary with maintaining a current roster of the active membership.
 - d. Prepare and present an itemized statement of receipts and disbursements for each meeting.
 - e. Prepare an annual financial statement for submission to the membership in the first newsletter of the following year and to be submitted for audit.
 - f. Serve as a member on the Block Captain, Membership and Information Committee.
 - g. Perform such other duties as may be assigned by the president.

ARTICLE V: BLOCK CAPTAINS

Section A. There shall be a block captain for each block within the defined geographic area with the exception of little John Road and Westwood Avenue. All of little John Road and all of Westwood Avenue shall be treated as one block. A co-captain may also be appointed if necessary.

Section B. Duties of Block Captains

The block captain shall:

- a. Distribute newsletters and notices to each home in his/her assigned block.
- b. Assist in collecting annual dues from each household.
- c. Contact new neighbors and inform them about the SPCA by providing them with a hospitality packet when available.
- d. Inform the secretary of new neighbors.
- e. Receive concerns and complaints from members residing in their block to present to the Executive Committee.
- f. Notify the Executive Committee of any illnesses or deaths in his/her assigned area.
- g. Notify the president and/or Neighborhood Safety chairperson, and if feasible, households in their assigned area of crimes and significant events.
- h. Serve on the Block Captain, Membership and Information Committee.

ARTICLE VI: COMMITTEES AND THEIR DUTIES

Section A. Executive Committee

1. The Executive Committee shall consist of the elected officers and the chairpersons of the standing committees.
2. The Executive Committee shall appoint a member of the association to audit the accounts of the association for the fiscal year and report his/her findings to the membership.

Section B. Standing Committees

1. The president shall appoint the following standing committees and their chairperson:
 - a. Block Captain, Membership and Information
 - 1) The Block Captain chairperson shall represent the Block Captains on the Executive Committee.
 - 2) The Block Captain chairperson shall identify and recruit Block Captains; coordinate duties as outlined in Article V; and conduct meetings as needed.
 - b. Governmental Affairs
 - 1) The Governmental Affairs chairperson in conjunction with the President may attend Council District Meetings, City Commission meetings, and other organizational activities to become aware of issues, events, and regulations that may impact the Sherwood Park community.
 - 2) The chairperson shall provide a plan of work and/or report of activities to the Executive Committee.
 - c. Hospitality and Event Planning
 - 1) The committee shall be responsible for organizing events determined by the President and the Executive Committee; provide refreshments as needed at meetings; and prepare welcome baskets for new residents.
 - 2) The chairperson may coordinate sub-committees for outreach and various activities.
 - d. Communications
 - 1) The Newsletter Editor shall publish the SPCA newsletter.
 - 2) Communications may be distributed via email and/or e-news group posts on community updates and alerts.
 - e. Beautification
 - 1) The Beautification Committee provides landscaping maintenance to the Pocket Park and Brookland Parkway entrance signs to the gateway of Sherwood Park.
 - 2) The Beautification Committee chairperson shall coordinate volunteers to assist with special projects and litter clean-up.
 - f. Neighborhood Safety
 - 1) The Neighborhood Safety chairperson coordinates crime prevention, reports suspicious activities in Sherwood Park, communicates with the police precinct, and sends out appropriate communications to the President, Communications Team, and/or email groups. The chairperson shall coordinate and communicate with Block Captains when needed.
 - 2) The Neighborhood Safety committee also monitors the condition of area infrastructure (i.e., sidewalks, streetlight outages, potholes, deterioration) and report maintenance needed to the City.
2. The term of standing committee chairmen shall be one (1) year or until the appointment of their successors.

Section C. Appointed Committees

1. The president shall appoint other standing or special committees as are appropriate and necessary to serve the interest of SPCA. The term of special committee chairmen shall be considered to have been completed upon submission of their final report.

ARTICLE VII: MEETINGS

The regular meetings of SPCA shall be held a minimum of three (3) times per year. The month, date and time to be called by the Executive Committee who shall give reasonable and timely notice to the membership. The regular meeting in October shall be known as the annual meeting and shall be for the purpose of electing officers, receiving year-end reports of officers and committees. Special meetings may be called by the President, three (3) members of the Executive Committee or shall be called upon the written request of 20 members of SPCA.

ARTICLE VIII: PARLIAMENTARY AUTHORITY

The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern SPCA in all cases to which they are applicable and in which they are not inconsistent with these bylaws and any special rules of order SPCA may adopt.

ARTICLE IX: BYLAWS AMENDMENTS AND REVISIONS

Section A. These bylaws may be amended by submission of a proposed amendment to the Executive Committee who shall consider the proposal, and offer its recommendations by written notice to the membership, where upon the membership shall vote at a meeting to adopt or reject the amendment. A majority vote of members present must approve the amendment provided no fewer than 20 active members are present.

Section B. The Executive Committee shall appoint a committee to review and if necessary, submit a revised set of bylaws as a replacement for the existing bylaws at least every five (5) years. The procedure for action on amendments in Section A will then be followed.

ARTICLE X: DISSOLUTION

The duration of SPCA is intended to be indefinite. In the event of dissolution, all assets of SPCA shall be donated to any non-profit group or groups pursuing similar objectives as stipulated in the Articles of Incorporation. The Executive Committee shall select the recipient(s).